

Executive Meeting Minutes

Saturday October 1, 2005
9:00 AM

Sapodilla Restaurant
967 West Broadway
Vancouver

Chair: Teresa Prior **Note taker:** Vicki Lee

Attendees:

Vicki Lee, Shannon Long, Karen MacDonell, Robert Melrose, Teresa Prior

Regrets:

Anne Allgaier

Meeting called to order at approximately 9:20 AM.

Agenda item: Review of minutes from 16 April 2005

Discussion:

Moved: That the minutes of April 16, 2005 be adopted as circulated.

Moved: Robert

Seconded: Teresa

Carried.

Action items

✓ Make a copy executive minutes from last year for Karen

Person responsible

Vicki

Deadline

Agenda item: Constitution & Bylaws, Roles of Executive Members

Presenter: Teresa

Discussion:

Teresa circulated copies of the C&B and drew attention to the duties of each office.

A form to renew our listing in Scott's Directory of Canadian Associations prompted a discussion of a postal address for the association. Traditionally, it has been the work address of the President which doesn't provide continuity. There is often a lag after the executive changeover.

Conclusions:

There is very little postal mail received and a permanent postal address for the association is not necessary. For continuity, there should be a permanent email address for the association.

Action items

✓ Scan into C&B into electronic copy

Person responsible

Vicki

Deadline

✓ Send Anne a copy of C&B

Teresa

✓ Compile archive of past minutes and enquire re archiving at BC Archives and records

Vicki

✓ Query whether association has an official seal

Teresa

✓ Investigate whether we can have an email address through web host

Robert

which can be forwarded to President.

Agenda item: Meeting schedule

Presenter: Teresa

General meetings:

Fall General Meeting:

Tuesday October 20: *Reflections on Evidence-Based Clinical Practice: Roles, Resources and Realities* presented by Dean Giustini, Vicki Lee and Tricia Yu. 7 PM at BC Cancer Agency with videoconference sites in Victoria, Kelowna, and Prince George. Karen arranged sites through the Cancer Agency and this is a somewhat complex undertaking for them. We need to clarify if this is possible as a long-term arrangement for 2 meetings a year.

Winter General Meeting:

This has traditionally been a brunch social with business meeting; there have been requests for date for advance planning. At least on previous meeting has included a speaker. Previous Vancouver meetings have been well attended but Richmond wasn't; Vancouver Hospital was good last year – catering through Sodexo.

Shannon suggest the Elsevier First Consult rep as a possible speaker/sponsor/host but the consensus was that business meetings should be separate from commercial interests unless a panel of vendors were arranged on a topic broached by the membership.

Proposed to hold the meeting in the new year when the season is less busy. Proposed date is Saturday January 14 at Vancouver Hospital.

Spring General Meeting:

Need to consider speakers and teleconferencing opportunities. Possible venue might be a tour of the new technologically advanced Life Sciences Building at UBC. Need to identify an organizer. Scheduling would need to take into consideration spring break.

Spring CE Event / Annual General Meeting:

With CHLA in May there was a consensus that rather than holding our own CE event, we could coordinate our AGM in conjunction with the CHLA conference in May.

Executive meetings: generally held approximately 1 month before General Meetings to allow for organizational issues.

- Anne Allgaier will be in town on November 9/10 – midweek meetings are preferred by Karen and Vicki; harder for Teresa.
- We may try to organize the spring meeting in Nanaimo.

Action items

	Person responsible	Deadline
✓ Approach Cathy Rayment re long-term possibility for 2 sessions per year	Karen	
✓ Look into Sunny Hill as a venue for videoconferencing.	Vicki	
✓ Organize winter brunch meeting at Vancouver Hospital with catering via Sodexo.	Shannon	
✓ Confirm availability for meeting on November 9 or 10	All	
✓ Contact CHLA committee regarding feasibility of holding AGM in conjunction with conference	Karen	
✓ Investigate UBC Life Sciences as a venue/tour for March general meeting	Teresa	

Agenda item: Membership

Presenter: Teresa for Anne

Discussion:

Membership is low right now - we have had only 21 renewals and 6 new members. Benefits of membership need to be stressed: continued access to listserv, etc.

Beth and Robyn have volunteered to create a membership brochure which needs to be ready before the CHLA conference.

Action items	Person responsible	Deadline
✓ Send targeted reminders to non-renewers; general reminder to list; recruitment email to BCLA, SLA, library techs list, etc.	Anne – Shannon will contact.	
✓ Follow up on membership brochure	Robert	

Agenda item: HLABC Forum **Presenter:** Teresa

Discussion:

Last year Krista was editor with recruited guest editors for some issues. No June issue was published. Krista is willing continue with production but not content. Traditionally there have been 4 issues per year coordinated to come out just before meetings to include meeting announcements, minutes etc. This is a carry over from when most of the association communications were paper-based. Regular items in the forum include the president's message, treasurer/membership report; minutes from previous GM; other content as contributed/solicited.

The vision is to reframe the Forum as a professional development tool rather than a tool for association business which can be disseminated individually via the listserv. Columnists could be commissioned to provide a column for each issue. The frequency of publication was discussed. Four issues a year is a lot. It may be more productive to do 2 issues per year and request a content editor for each issue. Colleen Kennedy, Teresa Lee and Tricia Yu were discussed as possibilities.

Possible topics include:

- Health technology assessment
- New electronic products
- Challenging reference questions
- Web watch – topical lists eg palliative care – similar to MLA newsletter
- Library news re health authorities
- Library technologies e.g. cataloguing
- Blogs for libraries, RSS, wikis
- Government publications - how to find
- Grey literature in general
- Teaching methods, instruction
- Management
- Acquisitions
- Advocacy
- Collections
- Marketing
- Journal clubs
- Outreach
- PR
- Evidence based librarianship
- Etc.

Action items	Person responsible	Deadline
✓ ask Krista to affirm interest in layout given new vision – if not, ask for volunteers at meeting	Teresa	

✓ contact Colleen Kennedy to see if she will edit

Teresa

Agenda item: Website

Presenter: Robert

Discussion:

Robert has done some updating. Information re October meeting to be added. A members-only section has been created but need to be operationalized. This is where minutes, the directory, CE materials and other value added material will reside. The Forum will remain open access. Robyn and Robert are meeting on Tuesday.

Meeting adjourned approximately 11:40 AM.
